

# 2019 Payroll Calendar

**Employees:** Time Sheets Submitted to supervisor by 5:00 PM the last day worked in the pay period (15th and Last day of month).

**Supervisors:** Time sheets Approved /submitted to payroll by 5:00 PM the first business day after pay period ends (1st and 16th).

**Pay Dates:** 10th and 25th of each month. Saturdays roll back to Friday, Sundays roll to Monday.

**Late submittals:** Timesheets submitted late are not guaranteed to be paid until the following pay date.



Pay Period		Employee Timesheets	
Start	End	submitted By	Pay Date
12/16/18 - 12/31/18	12/31/18 5:00 PM	Thursday, January 10, 2019	*
01/01/19 - 01/15/19	1/15/19 5:00 PM	Friday, January 25, 2019	
01/16/19 - 01/31/19	1/31/19 5:00 PM	Monday, February 11, 2019	
02/01/19 - 02/15/19	2/15/19 5:00 PM	Monday, February 25, 2019	
02/16/19 - 02/28/19	2/28/19 5:00 PM	Monday, March 11, 2019	
03/01/19 - 03/15/19	3/15/19 5:00 PM	Monday, March 25, 2019	
03/16/19 - 03/31/19	3/31/19 5:00 PM	Wednesday, April 10, 2019	
04/01/19 - 04/15/19	4/15/19 5:00 PM	Thursday, April 25, 2019	
04/16/19 - 04/30/19	4/30/19 5:00 PM	Friday, May 10, 2019	
05/01/19 - 05/15/19	5/15/19 5:00 PM	Friday, May 24, 2019	
05/16/19 - 05/31/19	5/31/19 5:00 PM	Monday, June 10, 2019	
06/01/19 - 06/15/19	6/15/19 5:00 PM	Tuesday, June 25, 2019	
06/16/19 - 06/30/19	6/30/19 5:00 PM	Wednesday, July 10, 2019	
07/01/19 - 07/15/19	7/15/19 5:00 PM	Thursday, July 25, 2019	
07/16/19 - 07/31/19	7/31/19 5:00 PM	Friday, August 09, 2019	
08/01/19 - 08/15/19	8/15/19 5:00 PM	Monday, August 26, 2019	
08/16/19 - 08/31/19	8/31/19 5:00 PM	Tuesday, September 10, 2019	*
09/01/19 - 09/15/19	9/15/19 5:00 PM	Wednesday, September 25, 2019	*
09/16/19 - 09/30/19	9/30/19 5:00 PM	Thursday, October 10, 2019	
10/01/19 - 10/15/19	10/15/19 5:00 PM	Friday, October 25, 2019	
10/16/19 - 10/31/19	10/31/19 5:00 PM	Friday, November 08, 2019	
11/01/19 - 11/15/19	11/15/19 5:00 PM	Monday, November 25, 2019	
11/16/19 - 11/30/19	11/30/19 5:00 PM	Tuesday, December 10, 2019	
12/01/19 - 12/15/19	12/15/19 5:00 PM	Tuesday, December 24, 2019	
12/16/19 - 12/31/19	12/31/19 5:00 PM	Friday, January 10, 2020	*

\* Quarter Breaks, no Adjunct Faculty pay

# 2019 Payroll Contract Submittal Calendar

**New Hire PAR/PAF's:** Due to payroll before Employment Start date .  
**Change PAR/PAF's:** Due before effective date.  
**Quarter Strt PAF's:** 10 Days before end of pay period (15th and End of Month)  
**Mid-Qtr PAF's:** 05 Days before end of pay period (15th and End of Month)  
**Stipends:** 05 Days before end of pay period (15th and End of Month)  
**Paper Timesheets** 05 Days before end of pay period (15th and End of Month)

**Late submittals:** Not guaranteed and may be deferred to the following pay date.



Pay Period		Quarter Start PAF's	Mid Quarter PAF's and Stipends	Pay Date
Start	End	Submit by end of Day	Submit by end of day	
12/16/18	- 12/31/18		Wednesday, December 26, 2018	Thursday, January 10, 2019
01/01/19	- 01/15/19	Friday, January 04, 2019	Thursday, January 10, 2019	Friday, January 25, 2019
01/16/19	- 01/31/19		Friday, January 25, 2019	Monday, February 11, 2019
02/01/19	- 02/15/19		Friday, February 08, 2019	Monday, February 25, 2019
02/16/19	- 02/28/19		Friday, February 22, 2019	Monday, March 11, 2019
03/01/19	- 03/15/19		Friday, March 08, 2019	Monday, March 25, 2019
03/16/19	- 03/31/19		Tuesday, March 26, 2019	Wednesday, April 10, 2019
04/01/19	- 04/15/19	Friday, April 05, 2019	Wednesday, April 10, 2019	Thursday, April 25, 2019
04/16/19	- 04/30/19		Thursday, April 25, 2019	Friday, May 10, 2019
05/01/19	- 05/15/19		Friday, May 10, 2019	Friday, May 24, 2019
05/16/19	- 05/31/19		Friday, May 24, 2019	Monday, June 10, 2019
06/01/19	- 06/15/19		Monday, June 10, 2019	Tuesday, June 25, 2019
06/16/19	- 06/30/19		Tuesday, June 25, 2019	Wednesday, July 10, 2019
07/01/19	- 07/15/19	Friday, July 05, 2019	Wednesday, July 10, 2019	Thursday, July 25, 2019
07/16/19	- 07/31/19		Friday, July 26, 2019	Friday, August 09, 2019
08/01/19	- 08/15/19		Saturday, August 10, 2019	Monday, August 26, 2019
08/16/19	- 08/31/19		Monday, August 26, 2019	Tuesday, September 10, 2019
09/01/19	- 09/15/19		Tuesday, September 10, 2019	Wednesday, September 25, 2019
09/16/19	- 09/30/19	Friday, September 20, 2019	Wednesday, September 25, 2019	Thursday, October 10, 2019
10/01/19	- 10/15/19		Thursday, October 10, 2019	Friday, October 25, 2019
10/16/19	- 10/31/19		Friday, October 25, 2019	Friday, November 08, 2019
11/01/19	- 11/15/19		Friday, November 08, 2019	Monday, November 25, 2019
11/16/19	- 11/30/19		Monday, November 25, 2019	Tuesday, December 10, 2019
12/01/19	- 12/15/19		Tuesday, December 10, 2019	Tuesday, December 24, 2019
12/16/19	- 12/31/19		Thursday, December 26, 2019	Friday, January 10, 2020

\* Quarter Breaks, no Adjunct Faculty pay